Sample email text to send an individual to take training

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|---|---|
| File | Message | Insert | Options | Format Text | Review | Adobe PDF |

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Attach

From ▾    Microsoft Exchange Server

To...

Cc...

Bcc...    firstname.lastname@emailaddress.com

Subject:    SAMPLE email text for CJIS Security Awareness Training

Please complete the following CJIS Security Awareness Training before 01/01/2016.

To access the training, please go to https://www.cjisonline.com

Click on 'IT & AGENCY USERS' button.

Enter your user credentials:
Username:  Firstname.lastname@emailaddress.com
Password:   P@$$w0rd (Please note the password is case sensitive)

Once logged into the system, you may change your password.

Click on the 'TRAINING' button. You must read the ten training modules before taking the test.

After reading the training modules, return to the main menu.

Click on the 'TESTING' button.

Read the policy statement and click on the 'Confirm Training' box. You will have 1 hour to take the 25 question test.

Take the test. To pass, you will need to achieve at least a 70 % (18 of 25 correct). This certification will be valid for two years after successfully completing.
If you do not pass, you will need to wait at least one hour before taking the test again. There are no limitations on how many times to retake the test.

Once successfully complete, you may print your certificate if desired.

TAC